



## Bar Code Labels and State Student ID Number for Public Schools

Test Coordinators should contact the person in their system who is responsible for entering student information into the AIM system. The system's authorized representative is responsible for the security of their student data and granting any access to the AIM system for district personnel.

Below is information for that person should there not be a bar code label for a student or students. Test coordinators, if you are not the person responsible for entering student information in the AIM system, please do not follow the directions below.

### Step 1: Search to locate the student in the AIM system

1. Log in to the AIM system from the Achievement in Montana web page at: <http://www.opi.mt.gov/ITProjects/AIM.html>.
2. From the **Index**, select the **General** folder under the **Student Information** header. Select the **Search** tab. Choose **Student** from the drop down list.
3. Enter the student's **last name** in the search box and select **Go**. A list of students enrolled in your district that match the criteria will appear. Partial spellings or single letters may also be entered to search. You may enter the % sign or leave the box blank to obtain a listing of all students in your district.
4. Select the student. A **Summary** window appears. The student's state id # appears under the student's name at the top of the screen, and in the lower right of the **Person Information** window. The PersonID # in the top left of the Person Information window is *not* the state student id #.
5. Give the state student ID number for the student or students to the test coordinator to record on the Student Response Booklet (SRB).

### Step 2: If the student is not in the AIM system.

1. The student will need to be enrolled in the AIM system.
2. Instructions (for locating state student id numbers and entering student enrollments) are available on the AIM web page at <http://www.opi.mt.gov/ITProjects/AIM.html> under the Training and Instructions tab.
3. Consult AIM training materials and contact information if further assistance is needed.
4. Give the state student ID number for the student or students to the test coordinator to record on the Student Response Booklet (SRB)